

## **FIRE INSPECTOR**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

These are specialty positions in the fire prevention section of fire department operations. Employees of this class perform initial inspection of buildings to insure compliance with fire codes, perform reinspections to ascertain that fire hazards have been corrected, work with law enforcement officials on arson cases, and keep records of fire prevention work performed. The position is non-supervisory in nature and fire inspectors work independently in certain designated areas with specific instructions for non-routine duties. The fire chief is the immediate supervisor for employees of this class and reviews all work performed.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects commercial or business buildings, multi-unit residential buildings, schools, institutional buildings; may inspect single family residences; checks buildings for violations of fire codes in areas such as fire extinguishers, exit doors and lights, general housekeeping, wiring, heating/air-conditioning vents or maintenance, cooking equipment safeguards, fire protection for special equipment, outside accessibility to buildings, outside building maintenance;

Discusses inspection findings with building owner/manager; makes recommendations for the correction of fire hazards; gets information such as owner's name, opening/closing hours, emergency phone numbers;

Reinspects buildings where violations of fire codes occurred; issues written warnings for uncorrected violations; may issue misdemeanor summonses for uncorrected violations or get court injunction to close businesses or buildings with serious uncorrected violations; testifies in court when required;

Fills out report forms and keeps records of fire inspection work; completes records and forms and writes narrative reports related to arson investigations; may prepare narrative reports or forms and records of uncorrected violations needed by related law enforcement agencies; maintains all files of the inspection/investigation division;

Reviews building plans to ascertain compliance with building/fire codes and either approves plans as submitted or returns plans to designated agency with notations of problems and/or needed corrections; inspects structures under construction to see that construction complies with fire codes;

Inspects installations of explosives, flammable materials, or hazardous processes;

Inspects fire scene both as fire is being fought and afterwards to determine cause and origin of fire; works with law enforcement personnel and searches for, collects, labels, and protects chain of custody of evidence of arson; turns evidence over to laboratory experts for analysis; may talk with witnesses or other informants or search for information to locate suspects in arson cases; assists arson prosecutor in preparing arson cases for trial;

Answers questions on fire prevention for the public; replies to correspondence concerning fire prevention problems; consults with institutions or companies on fire prevention problems; gives lectures, talks, demonstrations on fire prevention subjects to schools, clubs, etc., using audio-visual equipment such as slide projector, etc.;

Issues burning permits or permits for moving of hazardous materials;

Attends meetings and seminars for additional training;

Conducts fire drills;

Coordinates work of prevention/investigation with law enforcement or other fire prevention agencies;

Informally trains new personnel in the inspection/investigation section;

Maintains reference library on inspection/investigation areas; orders supplies and equipment for the inspection/investigation section;

Recommends new fire prevention ordinances or revisions of existing ordinances as necessary;

Assists the department head in preparing budget for the inspection/investigation section;

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Must meet such medical and physical standards as may be established by the civil service board and pass any physical examination approved by the board before appointment to the class.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have five (5) years experience in fire fighting with a full-time or volunteer fire department.